



COMMITTEE: Oneida County Fair Planning Team

PLACE: UW-Extension Conference Room, Lower Level, Airport Terminal
3375 Airport Road, Rhinelander, WI 54501

DATE: February 6, 2018

TIME: 6:00 pm

Members Present: Fred Andrist, Jim Winkler, Theresa Seabloom, Bill Freudenberg, Tom Barnett, Jean Platek, Robin Harrison

Absent:

Excused: Jim Perlberg, Cheryl Salzman

Others Present: Lynn Feldman, Myles Alexander, Mike Cheslock

MINUTES:

1. **Call to Order and President's Announcements:** President Fred Andrist called the meeting to order at 6:04 p.m. The meeting was properly posted. The facility is handicap accessible. No announcements.
2. **Approve Agenda for Today's Meeting:** A motion was made by Freudenberg, seconded by Harrison, to approve the agenda. Motion carried.
3. **Approve Minutes of December 5, 2017:** A motion was made by Winkler, seconded by Platek, to approve the December 5, 2017 and January 2, 2018 minutes. Motion carried. Existing Closed Session minutes will be approved at the March meeting.
4. **Treasurer Report:** The Financial report shows the balance of \$13,391.34. The "carry-over" balance is \$9,841.00. A motion was made by Freudenberg, seconded by Harrison, to approve the financial report. Motion carried.
5. **Approve Current Expenses:** The current expenses total \$2,081.04. This covers January and February wages for the Coordinator, mileage for Andrist, and cost of Chamber Annual Dinner in January. A motion was made by Freudenberg, seconded by Harrison, to approve the payment of these expenses. Motion carried.
 - a) **Approve Fair Coordinator Contract:** a motion was made by Freudenberg, seconded by Platek, to approve the Fair Coordinator Contract for Thomas Barnett. Motion carried.
6. **CUW Committee Rep Report:** Winkler reported the K&M Contract was approved by the County. Barnett reported he spoke at the Parks & Rec Committee meeting and let them know they would be consistently hearing from the Fair Committee. He also expressed he would like the County to consider that the Fair have its own property. It was suggested the Fair Committee attend the next Oversight Committee meeting.
7. **Community Coaching Report:** Myles Alexander stressed the need for accountability of all within the Committee and asked members to finish filling out the survey he provided from last month for a report from him at the March meeting. He pointed out the necessity of communication, encouragement, to ask questions and to stay on topic with the meeting's agenda. He also passed out The Design Cycle diagram to aid in implementing ideas.
8. **Fair Coordinator Report:** Barnett told of his ideas, contacts, and time spent this month on the Fair:
 - Presented a cup with Fair logo to sell, among other merchandise, at a souvenir table during the Fair.
 - Contacted Feights who will donate trophies for the talent show to be held on Sunday of the Fair.
 - Suggests we require vendors purchase their water for sale from us, as we can get free water from Trigs.

- Feels we need a bigger presence on social media and has put Harrison in charge of this. Suggests using social media contests and other ideas to create activity up until the Fair.
- Wants to begin a “memory lane” (an area/table) to celebrate the Fair’s past. Jim Hext will help put together a slide-show video of past years, along with scrapbook provided by Platek, etc. A donation box can be utilized there.
- Is starting a volunteer e-mail list. Will do away with the Sign-Up Genius, as it has not been an effective tool for us.
- Assures acknowledgement and proof of sponsorship to prospective sponsors as he contacts them.
- Feels a phone charging station is needed on the fairgrounds and will contact AT&T and others to help support and provide this.
- Reported a suggestion made to him to hold a Bloody Mary contest, (not using alcohol).
- Signed up with Culver’s to hold a Share Night on Thursday, March 1st from 4-7:00 pm, and asked for volunteers for the event. Nicolet Bank agreed to advertise this on their neon signage.
- Had discussion with the Health Board who wants to see the porta-potties cleaned up better and have more hand sanitizers by the animal sites this year.
- Spoke with Alison French who will be ready to go with their horses. A reminder was made that they need \$300 again this year to cover their insurance.
- Reported that Burger King will supply paper products, cookies, and will send burgers to the workers when asked. They will help us provide a big picnic for the volunteers the weekend after the Fair.
- Fastenal will provide the same as last year with zip-ties, etc., and will give us safety vests to use.
- Talked with Eric Britton regarding security, who said his job prevents him from being available. Barnett is contacting someone else to help in that regard.
- Reported that Honda will again sponsor \$500 and has had other verbal commitments for sponsorship.
- Said that big stores like Kohls, Menards, Home Depot, etc. need an official 501c3 form to be able to sponsor to the Fair. Winkler agreed to get that from Darcy in Finance at the Court House.

8a. 2018 Carnival Vendor Update: Andrist reported we had talked to K&M Carnival during the January convention and made it clear to them that if we don’t get a merry-go-round in 2018, their carnival is out.

9. **Wisconsin Dells Convention Report:** Andrist, Barnett, Harrison and Seabloom, who attended the convention, told of the workshops they attended and things they have learned and ideas they came away with. Seabloom commented it was a timely advantage to get better acquainted and see how to work in each area.
10. **Exhibit Court:** Discussion was held on the needs of the Exhibit Court, the main one is to acquire an overseer who will devote the whole week of the Fair to it. One big issue is the Open Class Exhibit Book which is due out in March. It was noted the Senior Class is eliminated and will now be included under Open Class. Bonnie in the Extension office will get it typed but there needs to be included in the document a person-in-charge along with their contact information. Feldman handed out a thorough Responsibility Sheet for the Exhibit Court for reference. It was also decided to continue using the premium money along with ribbons.
11. **Work Group Report:** A Work Group (Winkler, Freudenberg and Andrist) addressed Documents:
- By-Laws of Oneida County Fair:** Changes to the By-Laws were proposed to the Committee for approval. Changes were made in Article I, Sec 1; Article II, Sec 1; Article III, Sec 2 (A motion was made by Winkler, seconded by Harrison, to change “the Fair committee shall be no fewer than 6” to “no fewer than 5”. Motion carried), Sec 3 & 6; Article IV, Sec 1, 2 & 5; Article V, Sec 1, 2, 3, 7, 8, 9 & 10; Article VI, Sec 4; Article VII, Sec 1 (A motion was made by Winkler, seconded by Platek, to change “standing and advisory committees” to “work groups”. Motion carried); Article VIII, Sec 2; Article IX, Sec 1 (A motion was made by Winkler, seconded by Seabloom, to change “dissolution of the corporation” to read “dissolution of Oneida County Fair Committee”. Motion carried). All other changes made were to clarify wording. A motion was made by Andrist, seconded by Winkler, to accept and finalize all the changes made to the By-Laws. Motion carried.
 - 2019-20 Carnival Vendor:** Several potential vendors were recognized at the Fair Convention and an effort will be made to visit them on site during 2018.

12. Potential New Work Groups:

- a) **Media:** Harrison reported her efforts creating flyers, media posting and working with Jim Hext to keep the website updated. She informed the committee of the advantage and need for the Facebook page to be boosted by adding funds to it and also to run ads up until the Fair. A motion was made by Platek, seconded by Winkler, to give Harrison a budget of up to \$200 to use on social media costs. Motion carried.

Harrison also proposed using a donate button on the Fair's website for donations, which would need Pay Pal installed and then to a bank account. A motion was made by Winkler, seconded by Harrison, to consider Pay Pal but to go through Darcy in Finance to have it installed and to proceed if it's at no cost. Motion carried.

- b) **Vendors:** Postponed

- c) **Fair Committee Membership:** Postponed

- d) **Financial and Facilities Long Range Vision:** Winkler reported he met with Dave Heck to discuss finding "financial people" to either sit on the Committee or help set up a County Fair Foundation or some way to raise a capital campaign. The Committee advised him to check into it more and look at how to set one up. Andrisc, Barnett, and Freudenburg asked to be included in future discussion of this Work Group.

13. Correspondence (specifically addressed to Committee): None.

14. Public Comment: None

15. Items to be included on Next Agenda: Survey Report, Membership, Pay Pal update, Entertainment, Media, Vendors, Foundation Discussion.

16. Date of Future Meetings: Monday, March 5, 2018 at 6:00 pm in the UW-Extension Conference Room at the Airport.

17. Adjournment: The meeting was adjourned at 8:50 pm

Respectfully submitted by,
Theresa Seabloom, Secretary

Signed by President _____

Or Vice-President _____